

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOJ0066586
POSITION NO: 202205
CLASS CODE: 2145

Date Posted: 05/21/12
Closing Date: OUF

POSITION TITLE: SENIOR ATTORNEY
DEPARTMENT NAME: THE DEPARTMENT OF JUSTICE (Office of the Attorney General)
DEPARTMENT NO: 006 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S70A to S70F
Days: Mon. - Fri. Permanent: ☒ SALARY:
Hours: 8am - 5pm Temporary: ☐ Duration: _____ \$ _____ Per Annum
Part-Time: ☐ No. of Hrs/Wk: _____ \$ (DOE) Per Hour
DEPENDING ON EXPERIENCE
\$73,091.20 - \$84,760.00

DUTIES AND RESPONSIBILITIES:

Under general direction of an Assistant Attorney General or other senior attorney, performs professional legal work including advising clients, legal research, litigation, and other legal tasks and related duties as required. Prepares and presents cases in tribal, federal, and state administrative and judicial courts on a variety of legal issues, with an emphasis on labor related matters, including but not limited to drafting complaints and other court documents, interviewing clients and witnesses, and engaging in settlement negotiations and presenting cases at trial. Advises tribal clients on a variety of issues, including labor grievances and disputes and union representation matters, such as union elections and the negotiation of collective bargaining agreements. Drafts, amends, and interprets the Navajo Nation's labor statutes, regulations, and policies.

QUALIFICATION REQUIREMENTS:

Education and Training:

Juries Doctorate from accredited law school; and

Experience:

Four (4) years professional experience as a licensed attorney ***preferred***, Licensed to practice law in Arizona, New Mexico or Utah and Navajo Nation.

Special Knowledge, Skills and Abilities:

Knowledge of judicial procedures and rules of evidence; knowledge of the methods and practices of pleadings and of effective techniques in the presentation of cases in courts; and knowledge of the principles, methods, materials, and practices of legal research. Ability to analyze and organize facts, evidence, and precedents and to present such material in a clear and logical manner in both oral or written forms; ability to establish and maintain effective working relations with those contacted in the course of work. Work involves a minimum of physical effort in an office setting.

License/Certification Requirements:

Admission to the Arizona, Utah, or New Mexico Bar or membership in any state Bar with the intention of seeking admission to the Navajo Nation Bar Association, Arizona, Utah and New Mexico State Bar within one year of hire.

VETERNANS' PREFERENCE APPLIES

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH
THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 02-13-03